

## Building and Grounds Maintenance Worker

### GENERAL SUMMARY

Primary function of the job is to independently perform general grounds maintenance and landscape work in and around County buildings within established policies and procedures. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

Overtime may be required to complete the task within a specific time frame or in an emergency. May be required to work on-call in an emergency. It may also require travel by the employee in his/her own vehicle.

### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Performs general grounds maintenance including cleaning general park areas, ball fields maintenance and preparation, and lawn and field care.
- Performs low voltage electrical and irrigation installations and repairs.
- Performs general yard work, including mowing, raking, landscaping, watering, sanding, snow and ice removal, repairing and operating large-scale irrigation systems.
- Performs general building maintenance and custodial work, such as cleaning of arena and outbuildings, minor construction projects, moving furniture, chalking and painting fields, painting and general repair work.
- Monitors parking areas during large events.
- Ensures all safety precautions, regulations and equipment are utilized appropriately, and that work complies with county building codes.
- Operates and maintains large and small vehicles, tractors, landscape equipment and power tools.
- May use sheet metal and/or wrought iron to fabricate parts for projects.

### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

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## Grand Traverse County, MI Job Description

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### **CERTIFICATIONS, LICENSES**

- Required to obtain/maintain a Michigan Chauffeur License and be eligible to drive as per the Michigan Department of Transportation regulations.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check LEIN check will be required initially with periodic review for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Will be required to serve in an "on-call/ call-in" capacity

Must be computer literate

### **DISTINGUISHING CHARACTERISTICS**

Work involves performing basic tasks every day and follows well-established procedures in which daily instructions are given and tasks are performed according to specified guidelines. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside of the department.

Compared to Coordinator: Grounds classification, has no supervisory responsibilities

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel or crouch; talk or hear; use hands to finger, handle, or feel.
- May be exposed to working in high and precarious places, moving mechanical parts, vibrations, fumes or airborne particles, infectious diseases, and criminal suspects or prison inmates.
- May be required to lift/move up to 50 pounds regularly.
- Will be required to use appropriate personal protective equipment according to current safety standards and practices.
- May be required to purchase appropriate footwear to be in compliance with current safety standards.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Basic knowledge of English grammar, spelling, and punctuation
- Skill in the use of tools and equipment necessary to perform the job
- Must be in good physical health necessary to perform the manual labor tasks
- Knowledge of occupational hazards, safety code regulations and the safe use of tools, equipment and materials needed to perform tasks
- Basic working knowledge of plumbing and electrical systems
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Ability to act quickly in emergencies
- Ability to read and interpret plans, diagrams, drawings, prints, schematics, etc.
- Ability to use arithmetic computations to measure, calculate quantities and costs, etc.
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently